

Approved For Release 2001/08/13 : CIA-RDP78-07317A000100160001-6

RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and  
Records Disposition Authorization granted by  
the U. S. Congress the attached Records  
Control Schedule 02-74 for Imagery Analysis  
Service is approved and implementation of  
the disposition instructions contained therein  
is authorized.

STATINTL

Preparation

CONCU

0 8 17  
Date

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24 July 1974

(Identifies Changes made to Records Control Schedule  
For IAS\* dated 24 Jan 1966)

## Schedule No. 28-66a, 24 Jan 1966

Item No. - Subject - Comparison

- 1 Division Subject Files (now 1-IAS)
- 1a Admin Records (now 1b-IAS)
- 1b Policy Records (now 1a-IAS)
- 1c Cable File (now 1c-IAS)
- 2 COMOR Files (now 2-IAS)
- 3 Reference Working Files (now 3-IAS)
- 4 Personnel Files (now 2-Admin Staff)
- 5 Mail Control Logs (now 1-PSS/Info Control)

IAD Production Staff

- 1 Staff Subject Files (now 1-Divisions)
- 2 Project Requirements Folder (now 8-Prod. Support Staff)
- 3 Requirements File (now 8-Prod Support Staff)
- 4 Project Sheets (discontinued)
- 5 Production Reports (now 5-Prod Support Staff)
- 6 Reference Material
  - a. (Now 7-Prod Support Staff)
  - b. (Now 6-Prod Support Staff)
  - c. (Now 4-Prod Support Staff)

## Revised Schedule, No. 02-74,

Item No. - Subject - Comparison

- 1 Service Subject Files (was 1-O/Chief)
- 1a Policy Records (was 1b-O/Chief)
- 1b Admin (was 1a-O/Chief)
- 1c Cable File (was 1c-O/Chief)
- 2 COMIREX Files (COMIREX Successor to  
to COMOR, abolished Jun 1967) (was 2-O/Chief)
- 3 Division Working Files (was 3-O/Chief)
- 4 Regulations Files (was 4-Geo Mil Br)  
IAS Notices - new

IAS Admin Staff

- 1 Budget&Finance (was 1-Ops Sup. Staff)
- 2 Personnel Admin Files (was 1&2-Ops Sup  
Staff and 4-O/Chief)
- 3 Logistics Officer Files (was 1 & 3-  
Ops Sup Staff)

IAS Production Support Staff

- 1 IAS Publications (New. Prior to Jul 67  
perm. pubs included with central  
NPIC Collection)
- 2 Historical File (new)
- 3 Logs&Control Files (was 5-Ops Support Stf)
- 4 Reference Material (was 6c-Prod Staff)
- 5 Production Reports (was 5-Prod Staff)
- 6 COMIREX Files (was 6b-Prod Staff)
- 7 Sanitized/Fabricated Reports - a former  
function of NPIC now being monitored by  
IAS (was 6a-Prod Staff)

\*Schedule originally prepared when IAS was a Division in NPIC. Staff transferred to ODDI in Feb., 1967. Obtained full Office status in July 1967 as the Imagery Analysis Service.

Schedule No. 28-66a, 24 Jan 1966

Item No. - Subject - Comparison (cont'd)

IAD/Operations Support Staff

- 1 Branch Subject Files (now 1, 2 and 3-Admin Staff)
- 2 Training Files (now 2-Admin Staff)
- 3 Equipment & Procurement Files (now 3-Admin Staff)
- 4 Briefing Reference Files (now 4 and 6-PSS/Information Control)
- 5 Control & Log Files (now 1-PSS/Info Control)
- 6 Film Files (now 8-PSS/Info Control)
- 7 Reference & Working Files (now 2 and 7-PSS/Info Control)

IAD Missile Electronic Branch

- 1 Branch Subject Files (now 1-Divisions)
- 2 Control & Log Files (now 3-Divisions)
- 3 Personnel Files (now 2-Divisions)
- 4 Branch Reference Files (now 4-Divs)
- 5 Analysts Reference & Working Files (now 5-Divisions)

IAD/Atomic, Biological, Chemical Br.

- 1 Branch Subject Files (now 1-Divisions)
- 2 Control & Log Files (now 3-Divisions)
- 3 Personnel Files (now 2-Divisions)
- 4 Branch Reports & Reference Files (now 4-Divisions)
- 5 Restrictive Data Files (Discontinued- now incorporated into appropriate files)
- 6 Analysts Reference & Working Files (now 5-Divisions)

Revised Schedule

Item No. - Subject - Comparison

IAS Production Support Staff (cont'd)

- 8 Requirements Files (was 2-Prod Staff, 2-Geo Mil Br., and 5-Ind. Br)
- 9 Chrono File (was 1-Prod Staff)
- 10 Clearance Files (was included in 1-Prod Stf)

IAS/PSS/Information Control

- 1 Control Files (was 5-IAD O/Chief and 5 Ops Support Staff)
- 2 Publications Files (was 7-Ops Support Staff)
- 3 [REDACTED] - New STATINTL
- 4 [REDACTED] - Formerly "Briefing Ref Files" (was 4c-Ops Support Staff)
- 5 Targets Files - New
- 6 Miniboards (was 4c-Ops Support Staff)
- 7 Reference Material (was 7-Ops Support Stf)
- 8 Film Files (was 6-Ops Support Staff)

IAS Divisions (Military, Economic & Scientific, Missile Systems)

1. Divisions Administrative Files (was 1 under each branch)
- 2 Personnel Files (was 2, 3 or 6-Branches)
- 3 Log & Control Files (was 2, 4 or 5-Branches)
- 4 Division Reference Files (was 4, 6 or 8-Branches)
- 5 Analysts Working and Reference Files (was 5, 6, 7, 8 or 9 Branches)
- 6 Outgoing Cables and IOMs - New

Schedule No. 28-66a, 24 Jan 1966

Item No. - Subject - Comparison (cont'd)

IAD/Geo-Military Branch

- 1 Branch Subject Files (now 1-Divisions)
- 2 Project (Requirements) File (now 8-  
Prod. Support Staff)
- 3 Branch Projects File (Now 5-Divisions)
- 4 Regulations File (now 4-IAS)
- 5 Log & Control Files (now 4-Divs)
- 6 Personnel Card Files (now 2-Divs)
- 7 Cable Files (now 5-Divisions)
- 8 Branch Reference Files (now 4-Divs)
- 9 Analysts Working & Reference Files  
(now 5-Divisions)

IAD/Industrial Branch

- 1 Branch Subject Files (now 1-Divs)
- 2 Personnel Files (now 2-Divisions)
- 3 Branch Reports File (now 5-Divs)
- 4 Control & Log Files (now 3-Divs)
- 5 Requirements (Project Files) (now  
8-Prod. Support Staff)
- 6 Branch Reference File (now 4-Divs)
- 7 Working Files (now 5-Divisions)
- 8 Analysts Files (now 5-Divisions)

RECAPS CONTROL ROOM FILE 2001/08/13 : CIA-RDP78-07317A000100160001-6		SCHEDULE NO. 0200-74	
OFFICE, DIVISION, BRANCH  Imagery Analysis Service		SIGNATURE [REDACTED] GEORGE W. ALLEN	STATINTL
		TITLE Director, IAS	DATE 6 Nov 73
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>SERVICE SUBJECT FILES</p> <p>Correspondence, memoranda, cables, notices and other papers relating to administration and operation of the service which is responsible for analyzing imagery in response to the special needs of the CIA. Includes such subject files as, committees, communications, meetings, production, security, monthly reports, liaison, training, travel, and others. Filed according to Agency File Manual.</p> <p>(1969 to date)</p> <p>a. Records that document policy, planning, coordination, direction and operation of IAS.</p> <p>b. Routine correspondence, reports, training and other files used in the day to day administration of office personnel.</p> <p>c. Cable File</p> <p>(1) CIA Internal Use only cables. (Those dated after 9 February 1965)</p>	6.0	<p>Permanent. Disposal not authorized. Break files annually, retain in current files area 2 years, then transfer to Records Center. <del>(Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.)</del></p> <p>Temporary. Break files annually; hold 2 years then destroy.</p> <p>Temporary. Keep with subject files. At end of 2 years remove from subject file, combine with Geo-Military Branch cables and send to Records Center to be held 8 years and then destroyed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
STATINTL	Approved For Release 2001/08/13 : CIA-RDP78-07317A000100160001-6		
	(2) Other Cables		Temporary. Destroy in accordance with 1b above.
	2. COMIREX  Minutes, agenda, sub-committee files, and related reports and papers of interest to the staff. Maintained for a member of the committee and for IAS reference.	2.0	Temporary. Screen periodically, destroy material after one year or when no longer of current interest.
	3. DIVISION WORKING FILES  a. Files maintained by the chief and/or deputy which require personal attention or are of personal interest in carrying out the responsibilities and functions assigned to the IAS. Filed according to topic.	3.0	Temporary. When no longer of current interest incorporate with respective files within IAS or other components of the Agency.
	b. Working papers, chrono files, reference materials used for support and general information.	2.0	Temporary. Screen periodically and destroy material having no current value.
	c. Copies of NIE's, Mission Assessments, Intelligence Reports SALT, OS Reports, [REDACTED] reports and other special type reports. Retained for general reference.	6.0	Temporary. Destroy when obsolete or of no further interest.
	4. REGULATIONS FILES  a. Copies of Headquarters regulations and notices, DDI notices, IAS Handbooks and Notices, Maintained for reference purposes.	5.0	Temporary. Destroy when superseded or obsolete.
	b. IAS handbooks and notices.		Permanent. When they are published, automatically send copy to archives.

RECAPS CONTROL RELEASE 2001/08/13 : CIA-RDP78-07317A000100160001-6 SCHEDULE NO. 0210-74			SCHEDULE NO. 0210-74	
OFFICE, DIVISION, BRANCH  IAS Administrative Staff			SIGNATURE [REDACTED] STATINTL GEORGE W. ALLEN TITLE Director, IAS DATE 6 Nov 73	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<b>BUDGET AND FINANCE RECORDS</b>  The files contain copies of the budget estimates, operating budget, program calls, travel orders, records of obligations and expenditures, and other documents relating to the financial transactions of IAS. Official budget files are maintained by O/PPB.			
	a. Budget Files - estimates, operating budget, program calls, travel orders and other budget related papers.	3.0	Temporary, Retain for three fiscal years then destroy.	
	b. Imprest Funds - accountings made on monthly basis or upon replenishment of funds.	.2	Temporary. Retain copy of monthly accountings until final audit and clearance, then destroy.	
	c. Working Files - drafts, machine listings, status reports, and other papers relating to the fiscal operations within the office.	1.0	Temporary. Retain on a fiscal year basis. Destroy when no longer needed for current activities.	
2,	<b>PERSONNEL ADMINISTRATION FILES</b>  These include the memoranda, notices, training records, soft personnel files, statistical reports, listings, position control register, locator files, and various other documents used in administering the personnel function in IAS.			
	a. Personnel Records - individual folders maintained for each IAS employee. Files contain copies of personnel actions, fitness reports, training records, travel documents, and others related to personnel matters. Maintained alphabetically.	10.	Temporary. Destroy after six months if employee resigns; screen and transfer to new component if employee transfers within the agency.	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2001/08/13 : CIA-RDP78-07317A000100160001-6		
	b. Recruitment - personnel briefing forms, pre-employment processing documents, requirements, and interview reports.	.2	Temporary. Incorporate with soft file if applicant enters on duty, otherwise, retain for two years then destroy.
	c. Card index - card files containing biographic and general information on employees. Maintained for quick reference.	.3	Temporary. Destroy when employee leaves IAS.
	d. Monthly machine listings, statistics, and position control registers.	.4	Temporary. Destroy on a quarterly basis.
	e. Chrono files - copies of cables, memos, and other papers on matters of administrative interest.	.3	Temporary. Destroy after one year.
	f. Training Courses. Information copies of courses of training available.	.6	Temporary. Destroy when obsolete.
	g. Biographic records - letter size cards in visible index containing a record of personal and personnel information on the staff employees.	.6	Temporary. Destroy when no longer needed for current reference. (This file to be personnel files.)
3.	<p>LOGISTICS OFFICERS FILES</p> <p>These files contain records required in carrying out the logistical function for the office. They contain requisitions, purchase orders, accountable records, memorandum receipts, supporting papers, brochures and catalogs.</p> <p>a. Requisitions maintained chronologically by number and by month.</p> <p>b. Accountable Records.</p> <p>c. Tab card file used as input to computer and retained for inventory purposes.</p> <p>d. Catalogs, brochures and other reference material.</p>	<p>1.0</p> <p>.2</p> <p>.3</p> <p>4+0</p>	<p>Temporary. Destroy after one year.</p> <p>Temporary. Retain for annual audit, then destroy.</p> <p>Temporary. Destroy when obsolete or superseded.</p> <p>Temporary. Destroy when superseded or no longer needed for reference purposes.</p>



Approved For Release 2001/08/13 : CIA-RDP78-07317A000100160001-6  
 RECORDS CONTROL SCHEDULE

SCHEDULE NO.

317A000100160001-674

CONCURRENCE

OFFICE, DIVISION, BRANCH

IAS / Production Support Staff

SIGNATURE

GEORGE W. ALLEN

6 Nov 73

TITLE

Director IAS

DATE

STATINTL

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>IAS PUBLICATIONS</p> <p>Copies of various publications produced by IAS including the Reports, Memos and Research Aids. Retained for reference.</p> <p>a. One copy of each publications.</p> <p>b. Extra copies maintained for IAS reference.</p>	3.0	<p>Permanent. Transfer to Agency Archives upon initial distribution.</p> <p>Temporary. Destroy when no longer needed for current reference.</p>
2.	<p>HISTORICAL FILE</p> <p>Background material, briefing boards, reports and documents collected for the IAS history.</p>	1.0	<p>Permanent. When history completed retain those portions utilized in the history and retire to the Records Center. Destroy residue.</p>
3.	<p>LOGS AND CONTROL FILES</p> <p>Various control media used for maintaining accountability of documents and projects and as working aids for the Editorial Staff.</p> <p>a. Log for control of reports released to printing services.</p> <p>b. Log on Status or Progress of reports.</p> <p>c. Top Secret and Systems Control Logs</p>	.1 .1 .1	<p>Temporary. Destroy after 6 months.</p> <p>Temporary. Destroy after 6 months</p> <p>Temporary. Destroy 10 years after document has been downgraded, destroyed or transferred from the control area.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2001/08/13 : CIA-RDP78-07317A000100160001-6			
	d. IAS notes prepared weekly for middle management use. Filed by year and cross referenced by country and by substantive area.	.5	Temporary. Destroy after one year.
4.	REFERENCE MATERIAL		
	Copies of briefing boards, maps, CIB's, vugraphs, note books, gazeteers and other reference publications.	12.0	Temporary. Destroy CIB's after six months, and remaining material when no longer needed for current reference.
5.	PRODUCTION REPORTS		
	a. A copy of the Management Information Reports with supporting documents. Official copies retained in Item 7.	2.0	Temporary. Retain for 5 years then destroy.
	b. Machine Listings - Machine runs (monthly and annual), mission read outs, accounting for man hours, analysis of missions and projects and other data. Used in analysis of IAS production and in preparation of Management Information Reports.	18.0	Temporary. Destroy as superseded. Retain annual consolidated listing for historical purposes.
6.	COMIREX FILES		
	These are copies of documents relating to Comirex, USIB, EXSUBCOM reports, and copies of the minutes and agendas. Filed numerically and retained. The official documents are maintained by COMIREX.	12.0	Temporary. Destroy when no long needed for current reference.
7.	SANITIZED/FABRICATED REPORTS		
	These are a group of sanitized intelligence reports amassed when function was monitored by NPIC; now being done by IRS. Files contain a copy of the final report, signatures of those who concurred, working copies, comments, and distribution. The information constitutes the history of the individual reports. Filed by case number.	2.0	Permanent. Transfer to Records Center for historical purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p>REQUIREMENTS FILE</p> <p>Requirements levied on IAS by other components or the intelligence community.</p> <p>a. Document size retained by requirement number.</p> <p>b. Tab cards containing detailed information on requirements handled by IAS. Maintained for reference and as input for computer listings.</p> <p>c. Forerunner of Tab cards were 3 x 8 cards on which pertinent data relating to requirements was kept.</p>	<p>3.0</p> <p>.3</p> <p>.2</p>	<p>Temporary. Destroy after 5 years.</p> <p>Temporary. Destroy after 5 years.</p> <p>Temporary. Destroy when updated tab cards replace these cards.</p>
9.	<p>CHRONO FILES</p> <p>Extra copies of memos, reports, administrative files, and day to day correspondence.</p>	<p>1.0</p>	<p>Temporary. Destroy after one year.</p>
10.	<p>CLEARANCE FILES</p> <p>Copies of requests for special clearances and rosters showing types of clearances held by IAS personnel and others coming into the area.</p>	<p>.5</p>	<p>Temporary. Destroy when clearance has been cancelled.</p>

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OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
IAS/ PSS/Information Control		317A000100160001-6	
		SIGNATURE	STATINTL
		GEORGE W. ALLEN	
		TITLE	DATE
		Director, IAS	6 Nov 73
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	CONTROL FILES		
	Various media used in the registry for maintaining records of receipt, distribution, and control of material used within IAS.		
	a. 3 x 5 card file index to NPIC, DIA, and IAS vugraphs. Contains the subject and control number. Filed by subject and cross referenced by control number. Used for locating vugraphs and for briefing purposes.	3.5	Temporary. Retain in current file area indefinitely. Destroy cards when obsolete.
	b. Index to basic reports received from NPIC, Army, Navy and Air Force. Cards contain distribution and destruction information. Filed by subject and cross referenced by number. Used for reference purposes.	3.5	Temporary. Retain in current file area indefinitely. Destroy when obsolete.
	c. Control Number Books used for indexing film.	3.0	Temporary. Retain indefinitely in current file area.
	d. Communication logs on cables, documents, Top Secret and all source and systems.	2.0	Temporary. Destroy 10 years after documents have been destroyed, downgraded or transferred from the control area.
2.	PUBLICATIONS FILES		
	Microfiche files of OAK's, MCP, MCSTAT, Ephimeris, MC Index, Teck Reports, and other reference materials. Used by analysts for reference purposes.	10.0	Temporary. Destroy when superseded or no longer needed for reference purposes.

ITEM NO.	FILE	VOLUME	DISPOSITION INSTRUCTIONS
3.	MOSAIC FILE  Copies of film used as an index for missions. Some are retained in aperature cards, others in 3 x 6 strips. Filed by WAC number.	14.0	Temporary. Retain indefinitely for reference purposes.
4.	VULGAPHS  Photographs of sites used as briefing aids.	40.	Temporary. Retain until no longer used for briefing purposes.
5.	TARGET FILES  a. Blip books which contain historical data on targets. Used by analysts. Filed by WAC. number. (Will be microfilmed)  b. Computer print outs of targets with related statistical data. (To be microfilmed)	30.0  18.0	Temporary. Destroy when transferred to microfilm.  Temporary. Destroy when transferred to microfilm.
6.	MINIBOARDS  Briefing aids, selective photographs of various sites and points of interest.	4.0	Temporary. Retain for briefing purposes.
7.	REFERENCE MATERIAL  Code books, computer manuals, COINS manuals, basic encyclopedias and others of interest to the analysts.	36.0	Temporary. Destroy when superseded or no longer of current interest.
8.	FILM FILES  Copies of film which will be analyzed by the PI's in response to requirements levied on IAS or in seeking specific items of interest for IAS. Maintained by mission.		Temporary. Return film to the film Library for destruction.

RECORDS CONTROL SCHEDULE 5 Approved For Release 2001/08/13 : CIA-RDP78-07317A000100160001-6		SCHEDULE NO. 17A000100160001-60213-74	
OFFICE, DIVISION, BRANCH  (Military - IAS DIVISIONS ( Economic & Scientific - Strategic Systems)		SIGNATURE [REDACTED] GEORGE W. ALLEN	CONCURRENCE STATINTL
TITLE Director, IAS		DATE 6 Nov 73	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	DIVISION ADMINISTRATIVE FILES  a. Copies of memoranda, reports, notices and other documents accumulated in overseeing the activities and production of the Division personnel. These include papers relating to personnel, trip reports, training, security and other support activities. Filed by subject or topic.	30.0	Temporary. Break files annually; hold for one year then destroy.
	b. Working files, drafts of reports, and studies and items of specific interest. Used for current reference.	16.0	Temporary. Screen periodically and destroy material having no further interest.
2.	PERSONNEL FILES  Biographic and locator files used in day to day administration of Division activities.	8.0	Temporary. Destroy when employee services are discontinued.
3.	LOG AND CONTROL FILES  Various control media for maintaining accountability of documents originated by or received in the Division.	9.5	Temporary.
	a. Project Card File for maintaining status and progress of projects within the Division.		Temporary. Retain for five years then destroy.
	b. Top Secret and Systems Control Cards.		Temporary. Destroy 10 years after document has been downgraded, destroyed or transferred from the control area.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	c. Numbering Log for assigning numbers to report graphics and correspondence.		Temporary. Retain for 5 years then destroy.
	d. Destruction Certificates on systems material.		Temporary. Retain for 5 years then destrpu.
4	DIVISION REFERENCE FILE		
	Collections of Mission Readouts, Film Data, and other publications of interest to Division and Branch personnel. Maintained for reference and filed by mission.	67.0	Temporary. Screen files periodically and destroy material having no current interest.
5	ANALYSTS WORKING AND REFERENCE FILES		
	Collections of all source material maintained by each analyst according to his specific areas or field of interest. Files are used for research and reference in support of Division requirements and activities. The files include, but are not necessarily limited to the following categories:	3677.0	Temporary. Screen files after each project; return "on loan" material to source; destroy material having no further value.
	a. Photographic - photos, films, negative, film chips.		
	b. Maps, mosaics, overlays, WAC charts, overlays.		
	c. Reports - on mission readouts and projects.		
	d. Copies of requirements, current projects and related data.		
	e. Text books		
	f. Black books		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	<ul style="list-style-type: none"> <li>g. PI Keys</li> <li>h. Briefing aids and boards</li> <li>i. Background information. Agency publications, etc.</li> <li>j. Other technical and scientific data.</li> </ul>		
6	<p>Copies of outgoing cables and IOM's (Memoranda) prepared in response to official requirements.</p> <ul style="list-style-type: none"> <li>a. Outgoing Cables</li> <li>b. Inter-Office Memoranda (IOMs) Memoranda containing substantive intelligence information</li> </ul>	10.5	<p>Temporary. Destroy when no longer needed for reference purposes. (Note: anything of significance contained in an outgoing cable is put in a formal report.)</p> <p>Permanent: Review holdings every three years or when no longer operational. Destroy obsolete and irrelevant material. Retire closed files to Records Center for retention.</p>